

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Department of State ositions authorized and/or establise (Series)		sition Number es" block.	
ositions authorized and/or establi	shed after the "Y	es" block.	
	Shed aller die	es block.	
(Series)			
(Series)			
	(Gr	rade)	<u></u>
X b. New Position Establishment of an independant Mobile Patrol Unit at Post.			
Series Code	Grade	Initials	Date (mm-dd-yyyy)
ol Guard	FSN-4		
	į		
7. Name of Employee			
a. First Subdivision			
c. Third Subdivision			
This is a complete and accurate description of the duties and responsibilities of this position.			
Printed Name of Supervisor			
			e (mm-dd-yyyy)
12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.			
Printed Name of Admin or Human Resources Officer			
Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)			
13. Basic Function Of Position Incumbent performs a full range of guard services, primarily via roving patrols in vehicle or foot. Checks for and reports any anomalies around USG facilities and residences. Responds to Embassy calls requiring emergency assistance. Incumbent is rated by the Shift Supervisor and reviewed by the ARSO.			
		100 % of	Time
Mobile Patrol Guard Duties 70%			
s emergencies and abnormal s ical intervention. Prepares inc gator in gathering information	ituations and ta cident reports concerning ac	overing unuscidents and	ry action sual incidents
	Series Code Of Guard To Name of Employee a. First Subdivision Local C. Third Subdivision O. This is a complete and accurates ponsibilities of this position Printed Name of Signature of Survival Subdivision and I certify that it has with appropriate 3 FAH-2 stare Printed Name of Signature of Admin or Human appropriate 3 FAH-2 stare Printed Name of Signature of Admin or Human appropriate 3 FAH-2 stare Printed Name of Signature of Admin or Human appropriate 3 FAH-2 stare app	Series Code Series Code Grade I Guard FSN-4 To Name of Employee a. First Subdivision Local Guard Force c. Third Subdivision Local Guard Force To This is a complete and accurate description of responsibilities of this position. Printed Name of Supervisor Signature of Supervisor I have satisfied myself that this is an accurate position, and I certify that it has been classified with appropriate 3 FAH-2 standards. Printed Name of Admin or Human Resources Officer (and patrols in vehicle or foot. Checks for an acquiring emergency assistance. Incumbent is cert and making an immediate investigation of emergencies and abnormal situations and tacal intervention. Prepares incident reports cator in gathering information concerning ac gate irregularities and complaints pertaining the to U.S. Embassy employees in case of ending the content of the c	Series Code Grade Initials If Guard FSN-4 7. Name of Employee a. First Subdivision Local Guard Force c. Third Subdivision O. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor Signature of Supervisor Signature of Supervisor Date 2. I have satisfied myself that this is an accurate description of position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Printed Name of Admin or Human Resources Officer Signature of Admin or Human Resources Officer Date ing patrols in vehicle or foot. Checks for and reports any quiring emergency assistance. Incumbent is rated by the land making an immediate investigation of complaints emergencies and abnormal situations and takes necessarical intervention. Prepares incident reports covering unuator in gathering information concerning accidents and igate irregularities and complaints pertaining to the concerning attention. Employees in case of emergencies.

DS-298 (Formerly OF-298)

Addendum 1

potentially difficult situations.

Administrative 20%

The incumbent prepares vehicle inspection reports and ensures Mobile Patrol duty vehicles are maintained in working condition. Responsible for all assigned vehicles and related equipment. The incumbent is responsible for the Guard Electronic Monitoring System, downloading information and submitting reports to shift supervisors that are ultimately reviewed by the RSO. Other duties assigned by Local Guard Force Commander and/or RSO.

Other assigned duties 10%

From time to time, incumbent may be called upon to serve other security related duties.

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Minimum one year of experience in a related security field, such as security guard, military or police is required.

c. Post Entry Training

Training conducted by the RSO and other relevant Embassy offices.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
 - Level III (good working knowledge) speaking/reading/writing of Romanian and Russian are required.
 - Level III (good working knowledge) of English is required.
- e. Job Knowledge
 - Good knowledge of local law enforcement procedures and Moldovan laws pertaining to road safety and emergency response.
 - Familiarity with Chisinau roads, local traffic pattern, location of police stations/hospitals, government buildings and other landmarks.

f. Skills and Abilities

- Valid type B Moldovan driving license. Incumbent must demonstrate safe and competent driving skills.
- Be able to correctly use all assigned security equipment and demonstrate proficiency in emergency medical response training.
- Basic computer and typing skills required for writing and reading reports.
- Should possess good interpersonal, conflict resolution and task prioritization skills.

16. Position Element

a. Supervision Received

Day to day supervision is received from the Local Guard Force (LGF) Commander and/or LGF Shift Supervisor who in turn report to the Regional Security Officer and the Assistant Regional Security Officer (ARSO). Incumbent's performance is rated by the Shift Supervisor and reviewed by the ARSO.

b. Supervision Exercised

None

c. Available Guidelines

RSO instructions, U.S. Embassy Chisinau LGF and Mobile Patrol orders, Department of State regulations and applicable U.S. federal and Moldovan laws.

d. Exercise of Judgment

Will analyze situations and quickly develop proper courses of action; will take into account what the ramifications of their actions will be and make decisions in accordance with established rules and regulations. At times, may be expected to make immediate life safety decisions based on information on hand and prior guidance/training.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Internal: U.S. Embassy employees and visitors. Visitors may include high level U.S. and foreign government officials. May be asked to provide safety/security assistance and guidance to such people often without prior warning or preperation. External: Local emergency response authorities and other foreign government officials. Will help to calmly assess and coordinate response for various routine and Embassy emergency security/safety matters with such individuals.

g. Time Expected to Reach Full Performance Level

One year.